



REQUEST FOR QUOTATION

QUOTATIONS WILL BE RECEIVED UNTIL 5:00 P.M. M.S.T.
ON

DATE: 10/25/2004

RFQ NO. R9-5-023

ARIZONA DEPARTMENT OF
PUBLIC SAFETY
2102 W. ENCANTO BLVD.
P O BOX 6638 MAIL DROP 1330
PHOENIX ARIZONA 85005
PHONE (602) 223-2451
FAX (602) 223-2944

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VENDOR QUOTATION

Read the terms and conditions attached before preparing your quotation. Vendor should quote his best price, FOB destination, including all delivery charges, but excluding applicable taxes. Delivery schedule and discount for early payment should be indicated in the spaces provided below. Return your quotation promptly to Finance at the above address, referencing the RFQ number on your return envelope, or **fax to (602)-223-2944**.

THIS IS NOT A PURCHASE ORDER.

DELIVERY POINT: Arizona DPS
Phoenix, AZ

PROCUREMENT SPECIALIST:
Bill Heiner

ITEM	QUANTITY	UNIT	DESCRIPTION	UNIT PRICE	EXTENDED PRICE
1	1	EA	<p>The Arizona Department of Public Safety is requesting your quote to provide:</p> <p>Propane Delivery Tank mounted on a DPS supplied 2000 Ford F350 Extended Cab LWB/Duel Wheel truck per the following specifications.</p> <ul style="list-style-type: none">- Fabricate and install rear deck with fenders.- Install legal lighting and vehicle markings.- Install new 250 gallon propane tank (tank type MC331 or equivalent).- Install pump with electric motor (120 volt). No generator is required.- Install wiring and switch.- Install base shutdown system.- Fabricate and install piping as needed.- Install thirty (30) foot delivery hose.- Test run system.- Completed vehicle must meet all Arizona and Federal DOT standards and all other safety standards required for safe and legal operation of a propane delivery vehicle.- Bid to include all cost for parts, installation, fabrication and transportation.- Successful bidder will provide instruction of proper usage of installed equipment.	\$ _____	\$ _____

THIS SECTION MUST BE COMPLETED BY VENDOR

Company Name Address City State Zip Telephone No.
Fax No.

Delivery is promised within _____ calendar days after receipt of an order. If payment is made within _____ days after receipt of goods or services, the buyer is entitled to a discount of _____% on the above listed price(s).

Signature

Date

Typed Name and Title



TERMS AND CONDITIONS FOR RFQ'S

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The State of Arizona's Uniform Terms and Conditions, and Instructions to Offerors are hereby incorporated by reference.

1. Quotations, in order to receive consideration, must be on page one, signed and received in DPS Finance no later than the time and business date specified on the Request for Quotation.
2. These are informal quotations and are not read at a public opening, but information may be obtained at any time after they have been tabulated, evaluated and awarded.
3. Unless otherwise specifically provided in this Request for Quotation, all equipment, materials, parts and other components incorporated in the work or end item covered by this contract shall be completely new, of the latest model and of the most suitable grade for the purpose intended. Any and all work under this contract shall be performed in a skilled and workmanlike manner.
4. In case of error in the extension of prices in the Quotation, the unit price will govern. No Quotation shall be altered, amended or withdrawn after the specific date for receiving Quotations. Negligence on the part of the Vendor in preparing the Quotation confers no right for the withdrawal of the Quotation after it has been opened.
5. Unless the Vendor states otherwise, the Buyer reserves the right to award by individual line item, by groups of line items, or as a total, whichever is deemed most advantageous to the State.
6. The State of Arizona is exempt from Federal Excise Tax, including Federal Transportation Tax. Exemption certificates will be furnished upon request. Sales tax, if any, should be indicated as a separate item.
7. A separate invoice shall be issued for each shipment and no payment will be made prior to receipt of goods or services and correct invoice. Payment shall be subject to the provisions of Title 35 of Arizona Revised Statutes.
8. Payment discount periods will be computed from the date of receipt of goods/services or correct invoice, whichever is later, to date Buyer's warrant is mailed. Unless freight and other charges are itemized, any discount provided will be taken on the full amount of invoice. Payment discounts of thirty (30) calendar days or more will be deducted from the bid price in determining the low bid. However, the Buyer shall be entitled to take advantage of any payment discount offered by the Vendor provided payment is made within the discount period.
9. Periods of time, stated as a number of days, shall be calendar days.
10. Samples requested must be furnished free of any expense and, if not destroyed or required as a future quality standard on award items, will upon request, be returned at the Vendor's expense.
11. Vendor agrees to indemnify, defend, and save the Buyer harmless from any loss, damage or expense whatsoever resulting to the Buyer from any and all claims and demands on account of infringement or alleged infringement of any patent in connection with the manufacture or use of any product included in this Request for Quotation. Vendor will indemnify Buyer against all claims for damages to persons or property resulting from defects in materials or workmanship.
12. The right is reserved to reject any, or all, bids, combinations of items, or lot, and to waive informalities not inconsistent with law.
13. Any manufacturer's names, trade names, brand names or catalog numbers used in the specifications are for the purpose of describing and establishing the general quality level, design and performance desired. Such references are not intended to limit or restrict bidding by other vendors but are intended to approximate the quality design or performance which is desired. Any bid which proposes like quality, design or performance will be considered. If the description of your offer differs in any way, you must give complete detailed description of your quotation including pictures and literature where applicable. Unless a specific exception is made, the assumption will be that you are bidding exactly as specified on the Request for Quotation.
14. Erasures, interlineations or other changes must be initialed by the person(s) signing the Request for Quotation.
15. This Request for Quotation and any resulting contract shall be governed by the Uniform Commercial Code, as adopted in the State of Arizona and the Arizona Procurement Code and shall be governed by the law of the State of Arizona. Suits pertaining to this Quotation may be brought only in the courts of the State of Arizona.
16. Any contract resulting from this Request for Quotation is subjected to cancellation by the Governor for conflict of interest pursuant to A.R.S. 38-511, the provisions of which are incorporated herein.



SPECIAL TERMS AND CONDITIONS

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1. **EVALUATION:** In accordance with the Arizona Procurement code §41-2535, awards shall be made to the responsible bidder submitting the quotation which is most advantageous to the State and conforms to the solicitation.
2. **SPECIAL INSTRUCTIONS: State of Arizona Purchasing Card Program Option:** The State Of Arizona has implemented a purchasing card program. Participating vendors may receive payments from the Department of Public Safety via this purchasing card program. Bidder/Offerors should consult with their servicing bank to discuss this program and all applicable fees.
3. **WARRANTY:** Offeror shall specify warranty provided on each item.
4. **DELIVERY:** Delivery shall be made within sixty (60) days of receipt of the purchase order. If delivery is not completed within the required sixty (60) days the state reserves the right to purchase the item(s) specified on the open market.
5. **OFFSHORE PERFORMANCE OF WORK PROHIBITED:** Due to security and identity protection concerns, all services under this contract shall be performed within the borders of the United States. All storage and processing of information shall be performed within the borders of the United States. This provision applies to work performed by subcontractors at all tiers. Offerors shall declare all anticipated offshore services in the solicitation.
6. **QUESTIONS:** Questions pertaining to this solicitation shall be directed to Bill Heiner, Procurement Specialist, at (602) 223 -2451.

**Fax your response to: Bill Heiner, Procurement Specialist,
Procurement Unit, at (602) 223-2944.**

(NOTE: Responses due prior to 5:00 P.M. M.S.T. on 10/25/2004)

Please submit the attached Small Business - MBE/WBE Certification with your bid.



ATTACHMENT

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SMALL BUSINESS CERTIFICATION

In accordance with A.R.S. §41-2535 and A.A.C. R2-7-335, except where practicable, and as provided for under these rules, this purchase is restricted to small businesses. A small business is one that, including its affiliates, is independently owned/operated, is not dominant in the type of business it conducts and which employs fewer than 100 full-time employees OR which had gross receipts of less than \$4 million dollars in its last fiscal year. By checking the appropriate line shown below, offeror certifies whether it is a small business as defined in this paragraph. If you need assistance in identifying yourself as a small business, call 1-800-542-5684.

If you do not meet the small business definition, please check the applicable line shown below. Under certain conditions outlined in the above referenced rules, DPS may waive the small business requirement.

_____ Does meet small business definition.

_____ Does not meet small business definition.

MINORITY OR WOMEN OWNED BUSINESS

Please indicate below if your business qualifies as a minority or women owned business. This status is defined as being at least 51% minority or women owned.

_____ Yes

_____ No

(NOTE: Please submit this document with your offer.)